



PARKING CITATION CONTEST FORM

Important to Read Before Filling Out Form

Legally, the registered owner of the vehicle is responsible for the parking violation. This form must be signed by the registered owner.

Your request will be certified to the Henrico General District Court. You will be delivered a Summons with a date to appear in court and appeal the violation, normally within 60 days. After this citation is certified to the court, you can no longer pay the Department of Finance for this citation.

Note: If you are found guilty, the court will collect associated court costs in addition to the amount of your parking violation.

Today's Date

Print First and Last Name

Citation Number

Issue Date of Citation

Vehicle License Plate Number

Telephone Number

Street Address

Please be sure that you have read the top of this form before signing.

Signature

Mail with a copy of your Citation to:
County of Henrico
Department of Finance – J Woody
P. O. Box 90775
Henrico, VA 23273-0775